



**Town of Concord, Massachusetts**  
22 Monument Square, Concord, MA 01742

## **BFRTAC Meeting Minutes 01-07-16**

Bruce Freeman Rail Trail Advisory Committee  
January 7, 2016, 7PM  
Harvey Wheeler Community Center, Clock Tower Conference Room

Meeting minutes from January 7, 2016

Attendees: Kent Carlson, Judy LaRocca, Jim Lyon, Judy Perrin, Gretchen Roorbach, Mark Hanson

In attendance: Members from the public: Marcia Rasmussen

Recorder: Judy Perrin  
Call to order: 7:07 pm

### **1. Review Minutes**

December 3, 2015 – Approved as amended.

### **2. Updates from Marcia Rasmussen**

a) Phase 2A Update: the Town of Acton has posted a blog about construction activity along Phase 2A at <http://www.acton-ma.gov/Blog.aspx?CID=10>. There is a link to the construction schedule posted on the blog – which takes a person to the 12-page schedule where notes are added for each month. Various submittals are under review. No new construction activity over the winter.

b) Phase 2B Update: Due to staffing and holiday schedules the recommended coordination with Acton did not take place. Acton Planning Director Roland Bartl and Marcia expect to get together for follow up.

### **c) Phase 2C Update:**

1c. Improvements south of Powder Mill Road - The Select Board submitted a letter to MassDOT requesting that the rail trail 'amenities' (fencing, landscaping, erosion controls, and signage) be included in the construction of Phase 2C, in addition to signs and other features to inform cyclists that the trail ends at the north side of the Powder Mill Road tunnel. After learning that MassDOT would only pay for the erosion control work and some fencing at the culvert and would not pay for the other amenities proposed, GPI was directed to remove the fencing, landscaping and signs from the 100% construction bid plan.

2c. Feedback from MassDOT Highway meeting with Real Estate/Right-of-Way - Linda Walsh (MassDOT Right-of-way section) and MassDOT Project Manager David Shedd met with Chalita Belfield (Real Estate/Right-of-Way) on Friday, December 4th to focus attention on existing right-of-way questions and to focus on preparing a draft Lease Agreement with the Town (Marcia was not invited to attend this meeting). Linda reported that the meeting was positive – she noted that for any easements, agreements, encroachments, etc., the Rail Division's consultant will do an inventory, once they have the plans from GPI with RR stations, so she can match it to her data base. If there is not currently an agreement and/or an easement, they will work with the property owner (i.e., DOC) and the Town to develop one. As for the existing encroachments, Chalita will talk to General Counsel and recommends that the Rail Division at least send out one letter to the property owners who are encroaching but they also recommend that the town work with the property owner to have any encroachments removed before construction begins. She noted that Roland Bartl was very successful with this approach on his portion of the trail in Acton.

Regarding the railroad artifacts, Chalita does not have a problem with the Town retaining these for trail purposes but she will arrange to have her consultant from Jacobs Engineering go out and identify what the Rail Division is going to retain and what the town can have. Dave Shedd will provide her with the list we have sent him.

The insurance issue (i.e., will the Town be required to carry additional insurance because of the crossing over an active commuter rail line) should be addressed in the lease and although they will re-read the lease over and show it to MassDOT's new General Counsel, that is the direction they are leaning in.

Town Manager Christopher Whelan will be responsible for negotiating the final Lease Agreement between MassDOT Real Estate and the Town.

3c. Three articles on 2016 Town Meeting Warrant – there are three articles submitted by the Town relative to the BFRT on the 2016 Annual Town Meeting Warrant. Capital funding of an additional \$250,000; Land Acquisition in accordance with the federal highway requirements that owners be provided fair market value; and, authorization of the Select Board to establish easements over town land for rail trail purposes. The Town Manager anticipates presenting these articles (with support from Planning) unless the Advisory Committee prefers to present.

4c. Norway Maple tree removal – Letters and preliminary landscape plans were sent to Derby Street property

owners inviting them to meet with Marcia on site to discuss the proposed invasive species removal (Norway Maples) and replanting proposed for the trail between the Assabet River and Main Street (along the rear property lines of homes on Derby Street). Marcia met with and talked with several of the property owners on December 11th and will be following up with one additional owner on January 11th regarding the replanting plan. All but one was in favor of the removal plan; the one not yet in favor is the one Marcia will be meeting with on Monday.

5c. Meeting with Garden Club – Marcia met with Jane Rupley on Friday, December 4th (she helped design the planting in the traffic island) to discuss relocation of the plants to an area adjacent to the 'Kim' Smith memorial bench located on the southerly side of Main Street and opposite Junction Park. She felt that the plants could easily be relocated and observed that there was time to develop a plan for the relocation. She also asked that a water source be provided by either extending the existing water source in the traffic island or extending water mains from the south side of Main Street. In addition, Marcia had a follow up phone conversation with Garden Club president Mary Anne Ferrell to confirm the willingness to relocate the plants.

6c. Meeting at Railroad Operations Office December 18th – Town Engineer Bill Renault and Marcia attended the December 18th meeting with Keolis/HNTB/MBTA/MassDOT/GPI and others to discuss installation of the BFRT crossing over the Fitchburg line. HNTB, the engineering design consultant responsible for the signal design improvements as part of the current upgrades to the Fitchburg line, presented preliminary design drawings for the crossing and a schedule for review and design to allow their work to be ready for a June/July bid set date, as well as whether any of this work might be done "in-house" by Keolis. A follow up site visit to the West Concord Depot has been scheduled for Friday, January 15th to allow all meeting participants to view the current conditions and coordinate the work with the existing situation.

7c. Photos and maps for Interpretive Signs – BFRT Advisory Committee member Judy LaRocca has updated many of the proposed signs for the Rail Trail. Town staff and others have been reaching out to people who have provided photos and maps for the Interpretive Signs. Planning staff will be meeting with the Concord Free Public Library this afternoon to determine which pictures they can provide (with the acknowledgement that the photo is courtesy of the CFPL).

### 3. Additional items discussed:

#### a) Drawing review comments:

Do we need to comment on fence issue discussed with Ken Miller?

Since this section is being built with Trail Construction funds we should defer making any recommendations until final design is in for the area south of Powder Mill Road.

#### b) Sudbury Phase 2D is in 25% design.

#### c) Signage:

1) White Pond signage – This number of signs has possibly changed from 4 to 3 depending on the content and locations.

2) Depot sign – location needs to be determined. This is a new sign. (Sheet 50) Marcia will provide a suggestion for the location.

3) Judy L. presented drafts of the signs. There was a discussion of sizes of signs and sign production and a discussion of signs near White Pond. The construction plans show where the signs will be.

4) Signs near White Pond. Committee proposes to remove one sign at station 17 ½, and will continue working on artwork for the remaining signs.

#### d) Annual Report – Committee reviewed draft of committee description and made updates.

#### 13) Member Comments / Committee Liaisons / Correspondence

- White Pond Advisory Committee (Jim Lyon) – No update
- WPAC/BFRTAC subcommittee (Jim Lyon) – No update
- Trails Committee (Gretchen Roorbach) – No update.
- West Concord Advisory Committee (Kent Carlson) – Kent attended last meeting. There was a discussion of the way finding signage for W. Concord parking. They are encouraged as this relates to the BFRT.
- Concord Housing & Development Committee (Judy Perrin) – No Update
- Historical Commission (Mark Hanson) – See item 3 above on Historical signage.

Next committee meeting: February 4, 2016 7:00 pm at the Harvey Wheeler Clock Tower Room

Meeting Adjourned: 9:01 PM